

Message

From: Thomas, Deb [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4DC0908FDDF040C787AAA3E7CDABF369-THOMAS, DEBRA]
Sent: 5/30/2013 10:11:51 PM
To: Dunlap, Bridget [Dunlap.Bridget@epa.gov]
Subject: RE: Follow up email

I think it is needed. Let's discuss in am as I think a few changes are needed.

From: Dunlap, Bridget
Sent: Thursday, May 30, 2013 3:03 PM
To: Thomas, Deb
Subject: FW: Follow up email

I know you're still recovering from vacay...you seem to know when enough is enough!!!!

Is this needed?

From: Dunlap, Bridget
Sent: Thursday, May 30, 2013 3:02 PM
To: Robles, Elaine; Stavnes, Sandra
Subject: RE: Follow up email

Hi Elaine and Sandy,

I am wondering, in light of the ELN slides, if we need this to go out and if so, from whom? I am concerned about another communication if people are already overloaded? The language from Brian seemed to be centered on the project managers while ours is for all employees. It is good information, I'm just wondering about how and when and if people need it????

Thanks!

I am sending a follow up message to the all employee email that was sent by Howard on Tuesday, May 28th announcing the launch of the Skills Marketplace and Virtual Collaboration Program Pilot. Region 8 was selected along with six other EPA Offices to participate in this opportunity to work collaboratively with programs within Region 8, as well as nationally. This is your opportunity to work on projects that will enable the transfer of skills you possess or the development of skills in an area of interest in support of agency priority projects.

The Skills Marketplace portal located at <http://intranet.epa.gov/skillsmarketplace/index.html> contains over 80 projects from participating pilot Offices for you to view and apply for. Examples of the projects uploaded are in the areas of IT, programmatic, technical as well as workgroup participation. Region 8 currently has 9 projects submitted for employees to apply for. They include:

- EP Support for NEPA document review – EPR
- R8 START program enhancement – TMS
- Automated NPDES Inspection Report Writing Database – ECEJ
- Columbia Falls Aluminum Smelter Preliminary Assessment – EPR
- Air Quality NEPA desk guide – EPR
- NPDES Inspection type reference guide – ECEJ

- R8 Knowledge Transfer workgroup – TMS
- Review Resource Mgmt Plans from BLM for surface water/wetlands impacts – EPR
- Redesign Wetlands Enhanced State and Tribal Program – EPR

If you are interested in any of the opportunities listed on the SMP portal, load your profile on the SMP portal at <http://intranet.epa.gov/skillsmarketplace/index.html> . Once you have set up your profile, you can begin applying for opportunities of interest. The closing date for Region 8 projects has been extended to 6/21/13 to give you the opportunity to speak to your supervisor about your interest as well as to apply for projects. Please note that the deadlines may be different for projects submitted by external offices so check frequently for updated projects and information.

We continue to accept and review submitted projects throughout the pilot phase. If you have identified a potential project you would like to have considered posted, please speak to your supervisor and complete the project template found on our 8Net at <http://8net.epa.gov/pages/skills-marketplace>

For those of you who are 'Project Managers' in Region 8, I have attached some tips offered by my Skills Marketplace colleague in Office of the Administrator that may be helpful to you in screening applicants. Don't forget about the tools that we have developed to assist you internally. They can be found on the 8Net at <http://8net.epa.gov/pages/skills-marketplace>.

It is an exciting opportunity that we have to pioneer the launch of this innovative program at the agency. I encourage you to visit the SMP Portal and participate in the projects that are of interest to you. Please contact me at robles.elaine@epa.gov or Sandy Stavnes at stavnes.sandra@epa.gov if you have any questions.

From: Robles, Elaine

Sent: Thursday, May 30, 2013 11:10 AM

To: Stavnes, Sandra

Cc: Dunlap, Bridget

Subject: Follow up email

Hello Sandy,

Per our conversation yesterday, I am attaching some wording for a follow up email with regard to the launching of SMP pilot. Could you and Bridget take a look at what I came up with and let me know if you think some wording should be changed/added/deleted before I send out? The wording on the email from Brian Twillman is below.

One EPA Skills Marketplace and Virtual Collaboration Pilot Program – Important information for AO's managers and supervisors who will be serving as the 'Project Managers' for these opportunities --

This message is being sent to all AO managers and supervisors....it will be of particular interest to those managers who will be overseeing one of the project opportunities which are being made available as part of the One EPA Skills Marketplace and Virtual Collaboration Pilot Program. This program is off to a great start! Currently, AO is leading the way as we have made available 25 of the 93 project opportunities as we launch the program with our partner offices, namely: the Office of Water (OW), the Office of Solid Waste and Emergency Response (OSWER), the Office of Administrative Resources Management (OARM), and Regions 6, 7, and 8.

Please see the attachment which highlights the Skills Marketplace Program. To increase the visibility of the program, please place/display copies of this attachment throughout your AO organization. Thanks.

Hello AO SMP Project Manager:

You are receiving this email because you are a project manager for one of AO's Skills Marketplace projects.

I ask that you do a few things at this time:

1. Visit the [Skills Marketplace Portal](#), click on the PROJECTS tab and scroll down to find your project on the list. View the project advertisement and let me know whether you need any changes made. Nikos Singelis and I have done all the data entry for AO projects based on the information provided by you and/or your designated point of contact.
2. You will receive an email notice advising you when someone has applied to your project. Please print the application materials for each applicant to ensure you don't miss any applicants. Once the period for applying has closed, you may use your judgment as to what process you will use to select from among multiple applicants. We ask that you keep in mind the general principles of transparency and fairness as you undertake the selection process, to ensure all applicants are given fair consideration. While interviews (via telephone or otherwise) with qualified candidates are encouraged, we leave it to you to determine the best process/means for selecting the person(s) who you would like to have contribute to the project you have announced. It may be that you simply will choose to review the applications, writing samples, resumes, etc., of those who have applied for your project(s) and make a selection. Once a selection is made, we do encourage you to inform the selectee's home-office supervisor of your selection. We do ask that all three parties (the home supervisor, the employee who has been selected for the project, and the project contacts (yourself along with your point of contact) ensure that everyone is clear about the particulars of the project by filling out the Participation Agreement which can be found in the Skills Marketplace Tool Kit: <http://intranet.epa.gov/skillsmarketplace/toolkit.html>. For your convenience, here is the direct link to the agreement form: <http://intranet.epa.gov/skillsmarketplace/pdfs/SMPParticipationAgreement.pdf>
3. As things progress, please keep me apprised of how many applicants you have and the progress you are making toward selection. If you believe we need to extend the application period for your project, please let me know.
4. If you experience any problems using the portal, please send an email to Skills Marketplace. If you have questions about the program, you are welcome to contact me. If you are unable to reach me, you may contact Noha Gaber at (202) 564-2179, Nikos Singelis at (202) 564-0053, or Diane Bazzle, AO's Senior Champion, at (202) 564-0396.
5. At the end of the 6 month pilot phase, you will be asked to complete some survey questions, as part of our pilot program evaluation process. As your project proceeds, you are encouraged to keep notes concerning your experience, so you can more readily share your thoughts and suggestions during the evaluation process.

Thanks for participating in this first round of the Skills Marketplace Pilot Program. I hope you will continue to participate and encourage your staff to take part as well. Remember, we can add new projects at any time.....we just need you to make sure you have the full buy-in and support from those in your management chain.

Please call me or send an email if you have any questions or feedback.

Thank you,

Elaine M. Robles
Human Resources Advisor
U.S. EPA Region 8
1595 Wynkoop Street
Denver, CO 80202

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